

# POSTSECONDARY ENROLLMENT OPTIONS

2004-2005

## HANDBOOK

Contact: Eric Heitz, (515)281-5001, eric.heitz@ed.state.ia.us

This handbook contains the guidelines, frequently asked questions, timelines, and eligible postsecondary institutions for the Postsecondary Enrollment Options Act.

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## GUIDELINES FOR THE IMPLEMENTATION OF THE POSTSECONDARY ENROLLMENT OPTIONS ACT FOR 9TH THROUGH 12TH GRADE STUDENTS

### Purpose of the Law

The Postsecondary Enrollment Options Act (Chapter 261C, Iowa Code) was enacted in 1987 to promote rigorous academic pursuits and to provide a wider variety of options to high school students by enabling eleventh and twelfth grade students to enroll part time in nonsectarian courses in eligible postsecondary institutions of higher learning in Iowa. A ninth or tenth grade student who is identified as a gifted and talented student according to the school district's criteria and procedures may now participate under this Act. The specific purposes of this Act are to: promote rigorous academic pursuits; and provide a wider variety of options for students. ***Iowa Code section 261C.2***

### I. Student Eligibility

- A. Students who are residents of Iowa and have not graduated from high school are eligible to participate under this Act. ***28I-IAC 22.3***
- B. For purposes of this Act, part-time enrollment at an eligible institution shall be defined according to the policies of the eligible institution. ***28I-IAC 22.1***

- C. Eleventh and twelfth grade students enrolled in public or Iowa accredited nonpublic school districts. Ninth or tenth grade students who are identified as a gifted and talented student according to the school district's criteria and procedures (Iowa Code section 257.43) are eligible to enroll under this Act. Students receiving Competent Private Instruction are eligible to enroll under this act if they are dual enrolled.
- D. A student who first enrolls under this Act at the beginning of grade 11 may enroll in postsecondary courses for secondary credit for a period of time not to exceed four semesters, or six quarters, or the equivalent of two academic years. A student who first enrolls at the beginning of grade 12 may enroll in postsecondary courses under this Act for secondary credit for a period of time not to exceed two semesters, or three quarters, or the equivalent of one academic year. An 11th or 12th grade student enrolling for the first time in a postsecondary course for secondary credit during the school year shall have participation eligibility reduced proportionally. **281-IAC 22.2**

Examples:

- 1. An 11th grade student who does not participate under the Act during the fall semester has used up one semester of eligibility and has three semesters of eligibility remaining.
  - 2. A 12th grade student who participated during the fall semester of the 11th grade year and did not participate again until the spring semester of the 12th grade year has only that spring semester of eligibility remaining.
  - 3. A student participates during the fall semester of the 11th grade year and drops out of school for the remainder of the school year. If the student returns to high school the following fall he/she has used one semester of eligibility and will have three semesters of eligibility remaining.
- E. Persons who have graduated from high school are not eligible under this Act. Receipt of a diploma is not determination of when graduation occurs. To be an "eligible" student for the purposes of this Act, the pupil must be classified, under local board policy, as a 9<sup>th</sup> or 10<sup>th</sup> grade talented and gifted student or a 11<sup>th</sup> or 12<sup>th</sup> grade student. **Iowa Code section 261C.3(2)** The Act does not contemplate tuition-free postsecondary education for students who have completed the requirements for graduation under local board policy. The Act anticipates that the eligible pupil will be able to obtain credits at the postsecondary institution which "shall count toward" the graduation requirements and subject area requirements of the school district of residence.... **Iowa Code section 261C.5**

## II. Postsecondary Institutions/Courses

- A. Eligible institutions are institutions of higher learning under the control of the State Board of Regents, a community college established under chapter 260C, Iowa Code, and accredited private institutions as defined in Iowa Code section 261.9, subsection 1. **Iowa Code section 261C.3(1)**
- B. Postsecondary institutions may require students to meet appropriate standards or requirements for entrance into a course. Such requirements may include prerequisite courses, scores on PSAT or ACT, or other evaluation procedures to determine competency. Acceptance of a student into a course by a postsecondary institution is not a guarantee that a student will be enrolled in all requested courses. **281-IAC 22.3**
- C. Priority may be given to postsecondary students before enrolling eligible high school students in courses. However, once eligible high school students has enrolled in a postsecondary course, the student cannot be displaced by another student for the duration of the course. **281-IAC 22.3**
- D. Students shall not "audit" postsecondary course under the provisions of this Act. The student must take the course for credit and must meet all of the requirements of the course which are required of postsecondary students. **281-IAC 22.3**

- E. Students may not enroll in a course at postsecondary institutions if a comparable course is available at the student's high school. ***Iowa Code section 261C.4***

### III. Responsibilities

#### A. School District Responsibilities

In order to assist students and their parents or guardians to make knowledgeable decisions regarding participation and to assist school districts to plan for the following school year, school districts shall inform their students of the availability of the opportunity provided by the Act. ***281-IAC 22.3***

1. Each year school districts should provide information on the Act to all 8th, 9th, 10th and 11th grade students. This information should include the following:
  - a. Which students are eligible to participate under this Act.
  - b. Which institutions and types of course are eligible for participation.
  - c. The process for granting academic credits.
  - d. The financial arrangements for tuition, textbooks, materials, and fees.
  - e. The requirement that the parent or guardian of the student shall furnish transportation to and from the eligible postsecondary institution.
  - f. The support services, such as counseling, that are available, from both the high school and the postsecondary institutions.
  - g. The need to arrange an appropriate schedule.
  - h. The consequences of failing or not completing a postsecondary course.
  - i. The high school graduation requirements and the effects which participation under this Act may have on the completion of these requirements.
  - j. The academic and social responsibility that students and their parents or guardians must assume.
2. School districts may choose one or more of the following methods to inform students and their parents or guardians about the Act:
  - a. Counseling with students and parents or guardians.
  - b. Group meetings with students and parents or guardians.
  - c. Distribution of materials to students.
  - d. Mailing of materials to students' homes.
  - e. Announcement(s) in school publications.
3. School districts should provide counseling services to aid students and parents or guardians in decision-making. These counseling services, to the extent possible, should be structured to do the following.
  - a. Inform students and parents or guardians about options available in the high school, in postsecondary institutions and about schedules of course offerings.
  - b. Aid students to clarify goals.
  - c. Advise students regarding benefits and risks of participation in a postsecondary program, including the academic, social, emotional, and other facets of participation under the Act.
  - d. Encourage joint counseling for students from both the high school and the postsecondary institution counseling staff. Postsecondary institutions should identify contact persons and assign advisors to work with these students.
  - e. Assist students to plan schedules and select courses for the entire year.
4. Certify eligibility of interested students to postsecondary institutions of their choice. ***281-IAC 22.3***
5. Determine if course is eligible under this act. ***281-IAC 22.3***

6. Grant high school credit for course(s) taken under this act. ***Iowa Code section 261C.5***
7. Pay for tuition, textbooks, materials, and fees directly related to the course taken by the student. ***Iowa Code section 261C.8***

B. Student Responsibilities.

A student anticipating enrollment in the Postsecondary Enrollment Options Act must: 1) inform the school district and the authorities in charge of an accredited nonpublic school of the intent to participate, 2) apply at the postsecondary institution, and 3) sign a statement indicating that the student and parent or guardian have received information about the Act. ***281-IAC 22.3*** Attached to this handbook is a "Notice of Student Registration Form" that school districts may wish to use.

1. A student anticipating participation under the Act should inform the school district of his/her intent to enroll in postsecondary courses during the next school year. (March 15<sup>th</sup> is a suggested date.)
2. The Iowa Department of Education will provide a suggested format for the "Notice of Student Registration Form" to postsecondary institutions and school districts. All students will need to complete this type of form in addition to information, which may be required by the postsecondary institution or the school district.
3. The signatures of the student and parent or guardian are required prior to enrolling in a course. These signatures indicate that the student and parent or guardian received information regarding the program, and are aware of their responsibilities when participating under the Act. If the student is 18 or older, only the student's signature is required.
4. A student shall not be eligible for participation until the school district or accredited nonpublic school completes the certification of eligibility. ***281-IAC 22.3***
5. Students must complete and submit the usual application materials, as required by the postsecondary institution, within the timelines set by the postsecondary institution. The postsecondary institution will review the application and determine whether or not to accept the student. If the student is accepted, the postsecondary institution will send a copy of a signed "Notice of Student Registration Form" to the student, the school district, and the Department of Education. This notice will include the courses, the clock hours the student will be attending the courses, and the number of hours of postsecondary academic credit that the eligible student will receive from the postsecondary institution upon successful completion of the courses. ***Iowa Code section 261C.4***
6. After registration, if a student decides to withdraw from school or drop a course for which the student registered at the postsecondary institution, the following steps should be completed as soon as possible.
  - a. The student should immediately file the necessary forms that the postsecondary institution requires for withdrawal.
  - b. The postsecondary institution should inform the high school as soon as possible of these changes.
7. If the student fails to complete the course or receive credit and is 18 years or older, the student must pay for the course. ***281-IAC 22.6***

C. Parents Responsibilities

1. Provide for transportation of student to postsecondary institution if needed. ***Iowa Code section 261C.7***
2. If the student does not complete the course or receive credit and is not 18 years of age, the parents must reimburse the school district for the course. ***281-IAC 22.6***

D. Postsecondary Institution

1. Enroll eligible students if accepted. ***281-IAC 22.3***
2. May require student to meet appropriate standards or requirements for entrance into course, except graduation from High School. ***281-IAC 22.3***
3. If the student is accepted the eligible institution shall send written notice to the pupil, the pupil's school district or accredited nonpublic school, and the Department of Education. The notice shall list the course, the clock hours the pupil will be attending the course, and the number of hours of credit that the eligible pupil will receive from the post secondary institution. ***Iowa Code section 261C.5***
4. Make request for payment, not to exceed \$250, to the school district by May 1 for the course. ***281-IAC 22.5***
5. Make pro rata adjustments to tuition reimbursement amounts based upon federal guidelines established pursuant to 20 U.S.C. section 1091 b. ***Iowa Code section 261C.9***

E. Area Education Agency

If needed, verify that the pupil was unable to complete the course for reasons including but not limited to the pupil's physical incapacity, death in the family, or the pupil's move to another school district, a verification by the AEA shall constitute a waiver to the requirement that the pupil, pupil's parent, guardian, or legal custodian pay the costs of the course to the school district. ***Iowa Code section 261C.8*** (The Department of Education does not have a specific form. Verification may be made in the form of a letter or a form developed at the local level.)

IV. Type of Credit

- A. A school district or accredited nonpublic school must grant high school units of credit to an eligible student enrolled in a course under this Act if the eligible student successfully completes the course as determined by the postsecondary institution. The board of directors of the school district or authorities in charge of an accredited nonpublic school shall determine the number of high school credits that shall be granted to an eligible student who successfully completes a course. ***Iowa Code section 261C.5***
- B. The high school units of credit granted to an eligible student under this Act shall count toward the graduation requirements and subject area requirements of the school district of residence or accredited nonpublic school of the eligible student. Evidence of successful completion of each course and high school units of credit and postsecondary academic credits shall be included in the student's high school transcript. ***Iowa Code section 261C.5***

V. Determination of High School Credits

281-IAC 12.5(14) defines a unit as, "...a course which meets one of the following criteria; it is taught for at least 200 minutes per week for 36 weeks; it is taught for the equivalent of 120 hours of instruction; or it is an equated

requirement as a part of an innovative program filed as prescribed in rule 12.9(256). A fractional unit shall be calculated in a manner consistent with this subrule.” The responsibility for granting high school credit for course successfully completed remains with the school district. It is recommended that the district inform the student of the high school credits to be granted prior to the commencement of the course. ***Iowa Code section 261C.5*** If there is a dispute between the school district and the student regarding the credits to be granted, the student may appeal the school board's decision to the State Board of Education.

#### VI. Eligible Postsecondary Courses

The Postsecondary Enrollment Options Act is intended to implement the policy of the state to promote rigorous academic pursuits. Therefore, postsecondary courses eligible for students to enroll in under this Act shall be limited to the following:

- A. Nonsectarian courses.
- B. Courses that are not comparable to courses offered by the school district.
- C. Credit-bearing courses that lead to an educational degree.
- D. Courses in the discipline areas of mathematics, science, social sciences, humanities, vocational-technical education and also the courses in career option programs offered by area schools established under the authorization provided in Iowa Code chapter 260C. ***281-IAC 22.4***

#### VII. Transportation

The parent or guardian of an eligible student who has enrolled in and is attending an eligible postsecondary institution under this Act shall furnish transportation to and from the eligible postsecondary institution for the student. ***Iowa Code section 261C.7***

#### VIII. Payment for Courses

By May 1 of each calendar year, postsecondary institutions shall send to local school districts a "Request for Payment for Participation in the Postsecondary Enrollment Options Act." The request shall identify the students, courses, credits and charges. ***281-IAC 22.5***

The costs that may be claimed by a postsecondary institution shall be limited to the lesser of the actual and customary costs of tuition, textbooks, materials, and fees directly related to the course taken by the eligible student or two hundred fifty dollars. ***Iowa Code section 261C.6***

No later than June 30 of each school year a school district shall pay the claim submitted by the postsecondary institution for resident eligible students enrolled under this Act. ***Iowa Code section 261C.6***

An eligible postsecondary institution that enrolls an eligible student under the Act shall not charge the student for tuition, textbooks, materials, or fees directly related to the course in which the student is enrolled except that the student may be required to purchase equipment that becomes the property of the student. ***Iowa Code section 261C.8***

## FREQUENTLY ASKED QUESTIONS

### 1 Which students are eligible to participate in this Act?

Answer: Students in the eleventh and twelfth grade in Iowa public and accredited nonpublic schools. Ninth and tenth grade students who are identified as a gifted and talented student according to the school district's criteria and procedures (Iowa Code section 257.43) are eligible to enroll under this Act. Students receiving Competent Private instruction are eligible for this Act if they are dual enrolled.

### 2. May a student enroll full-time under this Act in a postsecondary educational institution?

Answer: No, the student must enroll no more than part-time in the eligible postsecondary education institution. A "part-time" enrollment at an eligible postsecondary education institution is defined according to the policies of the institution. Local districts may adopt a policy to limit the number of PSEO courses students may take. This policy shall not prohibit students from taking courses and shall not be unreasonably restrictive as to the number of courses that a student may take.

### 3. What is the maximum amount of time a student may enroll in a postsecondary educational institution under this Act?

Answer: A student may enroll part-time in an eligible postsecondary education institution for no more than four semester terms or six quarter terms, unless they are identified as a gifted and talented ninth or tenth grade student.

### 4. May a student enroll in a summer session under this Act?

Answer: Yes, students who are eligible for summer enrollment of up to seven earned semester hours of credit if they have completed the eleventh grade but have not yet completed the requirements for graduation. The student pays the cost of attendance of these summer credit hours.

### 5. Must a student meet entrance requirements at the eligible postsecondary education institution?

Answer: Yes, each eligible postsecondary education institution may require students to meet appropriate entrance requirements. (Except for "high school graduation.")

### 6. What priority will high school students have when attempting to enroll in courses in eligible postsecondary education institutions?

Answer: Eligible postsecondary institutions may give priority to postsecondary students but once a high school student is enrolled under this act the high school student may not be displaced to allow postsecondary students to enroll.

### 7. May a student enroll for "audit" under this Act in an eligible postsecondary education institution?

Answer: No, the student must take the course for credit.

### 8. May a student enroll in an eligible postsecondary education institution under this Act if a comparable course is offered by the high school district in which the pupil is enrolled?

Answer: No, students may not enroll in a course in an eligible postsecondary education institution if a comparable course is available in the local school district. "Comparable" is not synonymous with "identical." Comparable is defined at the local level by the board of directors of the district. See the appeal decision addressing this issue: In re Mathew Davis, 14 DOE App. Dec. 199 (1997)

### 9. May a student enroll in a sectarian course under this Act in an eligible postsecondary education institution?

Answer: No, a student may only enroll in nonsectarian courses under this Act in an eligible postsecondary educational institution. Nonsectarian courses can be "about" religion, but can not be affiliated with or strongly promote the ideas of a particular religious sect. This issue is best decided at the local level by examining the course description.

### 10. Will a school district provide students information about this Act?

Answer: School districts have a duty to inform students of the availability of the opportunity provided by this Act.

**11. What is the cost to a student for enrolling in a course under this Act in an eligible postsecondary education institution?**

Answer: There will be no charge to the student for tuition, textbooks, materials or fees. However, a student may be required to purchase equipment that becomes the property of the student.

The Act provides that the school district shall pay a tuition reimbursement amount to the postsecondary institution that has enrolled the student. However, a student who fails to complete and receive credit for the course shall reimburse the school district for its costs.

**12. Who furnishes the transportation for a student who is attending a course under this Act in an eligible postsecondary education institution?**

Answer: The parent or guardian of the student is responsible for furnishing transportation to and from the eligible postsecondary education institution under the Act.

**13. What must a student do to enroll in a course under this Act in an eligible postsecondary education institution?**

Answer: The student must inform the school district of the intent to participate under the Act.

The student must apply at the eligible postsecondary education institution and meet the requirements of the institution.

The student must sign a statement indicating the student and parent or guardian has received information about the Act from the school district. If a student is 18 or older, only the student's signature is required.

**14. What must the local school district do before the student is eligible to enroll in a course under this Act in an eligible postsecondary education institution?**

Answer: The school district must certify to the postsecondary institution the eligibility of the student to participate under the Act.

**15. What must the eligible postsecondary education institution do before a student may enroll in a course under this Act?**

Answer: The eligible postsecondary education institution must send a notice that the student is accepted to the student, the local school district, and the Iowa Department of Education. This notice must identify the courses, the clock hours of attendance and the number of hours of postsecondary academic credit.

**16. What credit will a student receive in the local school district for enrolling in a course under this Act in an eligible postsecondary education institution?**

Answer: The local school district will determine the number of high school credits to be granted for the course. Credit given shall count toward applicable graduation requirements of the local school district.

**17. Are courses taken under this Act at an eligible postsecondary education institute included on the student's high school transcript?**

Answer: Yes, evidence of successful completion of each course and high school credits and postsecondary academic credits received shall be included in the student's high school transcript. Iowa Code section 261C.5

**18. Will the student receive postsecondary credit for a course completed under this Act in an eligible postsecondary education institution?**

Answer: The student will have earned postsecondary credit at the eligible postsecondary education institution. Other postsecondary education institutions may, consistent with credit transfer policies, accept postsecondary credit for any courses taken under this Act.

**19. What courses are eligible for a student to enroll in under this Act in an eligible postsecondary education institution?**

Answer: Nonsectarian courses. (Courses that are not confined to or affiliated with any specific religion)



Courses that are not comparable to courses offered by the local school district.

Credit-bearing courses that lead to an educational degree.

Courses in the disciplines of mathematics, science, social sciences, humanities, vocational-technical education, and courses in career option programs offered by public area colleges.

**20. When must an eligible postsecondary education institution claim payment for students attending under this Act?**

Answer: By May 1 of each calendar year, eligible postsecondary education institutions shall send to the local school district a request for payment. A pupil attending an accredited non-public school shall be counted as a shared time student in the school district in which the non-public school of attendance is located. This request shall identify the students, courses, credits, and charges.

**21. When must a local school district pay an eligible postsecondary education institution for students enrolling under this Act?**

Answer: A school district shall pay the eligible postsecondary education institution no later than June 30 of each year.

**22. What tuition is authorized to be paid by local school districts to eligible postsecondary education institutions for students enrolling under this Act?**

Answer: The amount of tuition reimbursement for each separate course shall equal the lesser of: the actual and customary cost of tuition, textbooks, materials, and fees directly related to the course taken by the eligible student or two hundred and fifty dollars.

**23. May school districts claim supplementary weighting for students enrolled under this Act?**

Answer: No, students enrolling under this Act enroll under their own initiative and not through an approved agreement between the local school district and the area college.

**24. May students enroll under this Act in courses that are offered in the evening?**

Answer: Students may enroll in evening courses. Evening courses may actually be one of the best opportunities for many students since attending an evening course would afford more time for travel to and from the course.

**25. Are school districts required to pay tuition to a postsecondary educational institution if a student enrolled in a course under this act withdraws from the course?**

Answer: Yes, but the failure of a pupil to complete and receive credit for an enrolled course requires the pupil, if over eighteen years of age, to reimburse the school district for the cost of the enrolled course. The pupil's parent, guardian, or custodian shall sign the student registration form, if the pupil is under eighteen years of age, indicating that they assume all responsibilities for costs directly related to the incomplete and non-credit course work.

**26. May a student enroll under this Act in a correspondence course or internet course offered by a postsecondary educational institution?**

Answer: There is nothing in the Act that would prohibit a student from enrolling in an appropriate course. This is a local district decision

**27. May a local school district request a copy of the grades earned by a student enrolled under this Act?**

Answer: Yes, a school district shall request that a student enrolled under this Act provide a copy of the grades earned. To facilitate the release of grade reports, the school district may wish to include a statement authorizing the release of grade reports at the time the school district certifies the eligibility of the student to participate under this Act.

The release of student grades requires authorization by the parent if the student is below the age of 18 or by the student if the student is 18 or over.

**28. Is a local school district financially responsible for payment under this Act if a student enrolls in an eligible postsecondary institution but does not notify the local school district?**

Answer: No, the local school district is not financially responsible under the Act. The administrative rules for the Act (281--22.3) require that the student must inform the local school district of the intent to participate under the Act.

**29. If students enroll in college credit courses under the Postsecondary Enrollment Option Act, does this enrollment reduce their years of eligibility for college athletic competition?**

Answer: Representatives of the National Collegiate Athletic Association (NCAA), the National Association of Intercollegiate Athletics (NAIA) and the National Junior College Athletic Association (NJCAA) indicated that eligibility is not affected until the student has enrolled full-time in a postsecondary educational institution. Students and parents seeking a definitive eligibility ruling regarding an individual student should directly contact the representative of the appropriate athletic association.

**30. May a student enrolled at an Iowa accredited nonpublic school participate in the postsecondary enrollment act?**

Answer: Yes. A pupil attending an accredited nonpublic school shall be counted as a shared-time student in the school district in which the nonpublic school of attendance is located for state foundation aid purposes.

**Iowa Code section 261C.3**

## **POSTSECONDARY ENROLLMENT OPTIONS ACT ELIGIBLE POSTSECONDARY INSTITUTIONS**

Iowa Code Section 261C.3 provides the following definition of postsecondary institutions eligible for participation in the Postsecondary Enrollment Options Act.

"Eligible postsecondary institution" means an institution of higher learning under the control of the State Board of Regents, an area school established under Chapter 260C or an accredited private institution as defined in Section 261.9, subsection 1.

The following public postsecondary institutions are eligible for participation in the Postsecondary Enrollment Options Act.

### Public Universities

Iowa State University, Ames, Iowa 50011, (515) 294-0723

University of Iowa, Iowa City, Iowa 52242, (319) 353-1450

University of Northern Iowa, Cedar Falls, Iowa 50613, (319) 273-2701

### Community Colleges

Des Moines Area Community College, 2006 S. Ankeny Blvd., Ankeny IA 50021 (515) 964-6514

Eastern Iowa Community College, 306 W. River Drive, Davenport, IA 52801 (563) 336-3304

Hawkeye Community College, Box 8015, 1501 E. Orange Rd., Waterloo, IA 52501 (319) 296-4020

Indian Hills Community College, Grandview Avenue, Ottumwa, IA 52501 (641) 683-5169

Iowa Central Community College, 330 Ave. M, Ft. Dodge, IA 50501 (515) 576-0099

Iowa Lakes Community College, 19 South 7th Street, Estherville, IA 51334 (712) 362-7917

Iowa Western Community College, 2700 College Rd, Council Bluffs, IA 51502 (712) 325-3292

Iowa Valley Community College, Box 536, 3702 S. Center St., Marshalltown, IA 50158 (641) 752-7106

Kirkwood Community College, 6301 Kirkwood Blvd., S.W., Cedar Rapids, IA 52406  
(319) 398-5475

North Iowa Area Community College, 500 College Drive, Mason City, IA 50401 (641) 422-4351

Northeast Iowa Community College, PO Box 400, Calmar, Iowa 52132 (563) 562-3263

Northwest Iowa Community College, 603 West Park Street, Sheldon, IA 51201 (712) 324-5061

Southwestern Community College, Box 458, 1501 West Townline, Creston, IA 50801 (641) 782-7081

Southeastern Community College, Drawer F, 1015 S. Gear Avenue, West Burlington, IA 52655  
(319) 752-2731

Western Iowa Tech Community College, 4647 Stone Ave., Sioux City, IA 51106  
(712) 274-6402

#### Private Institutions

Allen College, 1825 Logan Ave., Waterloo, IA 50703 (319) 226-2003

American Institute of Business, 2500 Fleur Drive, Des Moines, IA 50321 (515) 244-4221

Briar Cliff University, 3303 Rebecca Street, Sioux City, IA 51104 (712) 279-5200

Buena Vista University, 610 W 4<sup>th</sup> Street, Storm Lake, IA 50588 (712) 749-2164

Central College, 812 University, Pella, IA 50219 (641) 628-5268

Clarke College, 1550 Clarke Drive, Dubuque, IA 52001 (563) 588-6327

Coe College, 1220 First Ave., NE, Cedar Rapids, IA 52402 (319) 399-8540

Cornell College, 600 1<sup>st</sup> Street West, Mt. Vernon, IA 52314 (319) 895-4216

Des Moines University Osteopathic, 3200 Grand Ave, Des Moines, IA 50312 (515) 271-1452

Divine Word College, 102 Jacoby Drive S.E., Epworth, IA 52045 (563) 876-3353

Dordt College, 498 Fourth Ave., NE, Sioux Center, IA 51250 (712) 722-6087

Drake University, 2507 University Ave., Des Moines, IA 50311 (515) 271-2905

Emmaus Bible College, 2570 Asbury Road, Dubuque, IA 52001 (563) 588-8000

Faith Baptist Bible College, 1900 NW Fourth, Ankeny, IA 50021 (515) 964-0601

Graceland University, 1 University Place, Lamoni, IA 50140 (641) 784-5136

Grand View College, 1200 Grandview Ave., Des Moines, IA 50316 (515) 263-2820

Grinnell College, Grinnell, IA 50112 (641) 269-3250

Hamilton College, 2302 W First St, Cedar Falls, IA 50613 (319) 277-0220

Hamilton College, 3165 Edgewood Parkway S., Cedar Rapids, IA 52404 (319) 363-0481

Hamilton College, 100 1<sup>st</sup> St NW, Mason City, IA 50401 (641) 423-2530

Hamilton College, 4655 121<sup>st</sup> St, Urbandale, IA 50323 (515) 727-2100

Iowa Wesleyan College, 601 North Main, Mount Pleasant, IA 52641 (319) 385-6242

Kaplan College, 1801 E Kimberly Rd, Davenport, IA 52807 (563) 441-2472

Loras College, 1450 Alta Vista, Dubuque, IA 52004-0178 (563) 588-7136

Luther College, 700 College Drive, Decorah, IA 52101 (563) 387-1018

Maharishi University of Management, 1000 N 4<sup>th</sup> St, DB 1127, Fairfield, IA 52557 (641) 472-1156

Mercy College of Health Sciences, 928 6<sup>th</sup> Ave, Des Moines, IA 50309-1239 (515) 643-6611

Morningside College, 1501 Morningside Ave., Sioux City, IA 51106 (712) 274-5159

Mount Mercy College, 1330 Elmhurst Dr., Cedar Rapids, IA 52402 (319) 368-6467

The Franciscan University (Mount Saint Clare College), 400 N. Bluff Blvd., Clinton, IA 52732 (563) 242-4023

Northwestern College, 101 Seventh St. SW., Orange City, IA 51041 (712) 707-7131

Palmer College of Chiropractic, 1000 Brady Street, Davenport, IA 52803 (563) 884-5889

Saint Ambrose University, 518 W. Locust St., Davenport, IA 52803 (563) 333-6314

Simpson College, 701 North C Street, Indianola, IA 50125 (515) 961-1630

St. Luke's College of Nursing and Health, 2720 Stone Park Blvd, Sioux City, IA 51104 (712) 279-3419

University of Dubuque Theological Seminary, 2000 university Ave, Dubuque, IA 52001 (563) 589-3170

University of Dubuque, 2000 University Ave, Dubuque, IA 52001 (563) 589-3396

Upper Iowa University, PO Box 1859, Fayette, IA 52142 (319) 425-5393

Waldorf College, 106 South 6th Street, Forest City, IA 50436 (641) 585-8120

Wartburg College, 100 Wartburg Boulevard, Waverly, IA 50677 (319) 352-8262

Wartburg Theological Seminary, 333 Wartburg Place, Dubuque, IA 52004-0214 (563)589-0214

William Penn University, 201 Trueblood Ave., Oskaloosa, IA 52577 (641) 673-1060

Please note that, while the institutions identified in this memorandum are eligible postsecondary institutions for the Postsecondary Enrollment Options Act, not all courses offered by these institutions are eligible for participation in the Act. Please see Section 281-22.4, Iowa Administrative Code, for an identification of eligible courses. The Iowa College Aid Commission has provided the list of institutions that meet the eligibility requirements of the Code of Iowa section 261.9, subsection 1.

## POSTSECONDARY ENROLLMENT OPTIONS TIMELINES

Each school year.....The district shall notify 10<sup>th</sup> and 11<sup>th</sup> grade students and gifted and talented students in grades 8 and 9 of the postsecondary enrollment options act.  
(March 1 is a suggested date) -This should be done before any pre-registration or registration of students.

Each school year .....The student notifies the school district of intent to enroll in postsecondary courses in the following school year.  
(March 15 is a suggested date.)

Before the start of the year .....Notice of student registration form is sent to the postsecondary institution  
of postsecondary enrollment -Postsecondary institution accepts student and notifies the school district.  
-Student completes application materials as required by postsecondary institution.  
-The postsecondary institution sends written notice to the pupil, pupil's district or accredited nonpublic school and Department of Education. The notice shall list the course and the number of clock hours of the credit the student will receive.

### During the school year the student attends the course.

By **May 1** of the year of .....Postsecondary institution sends "Request for payment for participation in postsecondary enrollment options to the school district.

No later than **June 30** of the year of .....The school district pays no more than \$250 per course.  
postsecondary enrollment -If the student fails to complete or otherwise receive credit for the course the school district will be reimbursed by the parent/guardian or student if 18 years of age or older.  
-School district does not pay for summer courses.

**NOTICE OF STUDENT REGISTRATION FORM  
POSTSECONDARY ENROLLMENT OPTIONS ACT  
IOWA CODE 261C**

*(Schools may feel free to use their own form)*

**Section I Completed by the student**

Student name: \_\_\_\_\_

Date of birth \_\_\_\_\_

Address, City, Zip \_\_\_\_\_

Phone number: \_\_\_\_\_

Social Security number \_\_\_\_\_

Course Title	Course Number	Credits		Course Times
		(Quarter	Semester)	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

281 IAC 22.3 requires that a student anticipating enrollment under the Postsecondary Enrollment Act must inform the school district of the intent to participate and that the school district shall inform their students of the availability of the opportunity provided by the Act.

281 IAC 22.6 requires the pupil, if over eighteen years of age, or pupil's parent, guardian, or custodian to reimburse the school district for all costs directly related to all incomplete and non-credit course work. An eligible postsecondary institution should make pro-rata adjustments to tuition reimbursement based upon federal guidelines established pursuant to 20 U.S.C. section 1091b.

We have received the information required under 281 IAC 22.3 and 281 IAC 22.6 and are aware that the above student is enrolling in postsecondary courses.

\_\_\_\_\_  
Signature of the student Date

\_\_\_\_\_  
Print parent/guardian name (if the student is under 18)

\_\_\_\_\_  
Signature of the parent/guardian (if the student is under 18) Date

**Section II-To be completed by the school district**

Name of the school \_\_\_\_\_

Name of the High School \_\_\_\_\_

Student grade level \_\_\_\_\_

High School contact person \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_

**School District Verification**

I verify that the student information in Section I is accurate and the student identified in section I is eligible for participation in the Postsecondary Enrollment Options Act in the courses listed in Section I.

\_\_\_\_\_  
Signature of the Authorized School Official Title Date

**Section III-to be completed by the Postsecondary Institution**

Name of the Postsecondary Institution \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Course Title	Course Number	Course Time/Hours	Course Credits	Cost (Tuition, Fees, Materials)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I certify that the student identified in Section I has been admitted to the courses identified in Section III.

\_\_\_\_\_  
Signature of Authorized Postsecondary Official Title Date

## Comparison Chart of PSEO Classes and 28E Agreement Classes

(This chart is from the Certified Enrollment Instructions)

	PSEO	28E
Supplementary Weighting	Never Eligible	May be eligible, but not always
Enrollment	Student applies to a postsecondary institution to enroll; course must <b>not</b> be offered by the resident/serving district or be provided through a 28E agreement with any postsecondary institution	Student enrolls at school district to take community college offered coursework
Age Level	Jr, Sr. and 9-10 G/T students only	Unlimited
Payment	District if student passes & completes; otherwise parent; Paid not later than June 30 of each year	District regardless if student passes or fails; Paid on the time schedule negotiated.
Cost	Actual costs up to \$250 per course	Whatever cost negotiated by community college and district boards
Charge to students	None, unless fails course or does not complete course	None.
College Credit	Required	Only required if eligible for supplementary weighting
High School Credit	Required	Optional
28E Required?	No	Yes; should be established prior to any student enrollment
Notifications	Postsecondary institution notifies pupil, appropriate public school district, and DE; notification must include the course, clock hours, and credit hours	None required.
Summer session	Allowed up to 7 credit hours if student has not completed high school graduation requirements but has completed eleventh grade; HOWEVER, district does not pay for these summer session courses.	Allowed; district pays. Not eligible for supplementary weighting.
Full-time enrollment	Not allowed	Allowed
Transportation Responsibility	Parent	Generally district, might be parental reimbursement; determined on a course/case by course/case basis.
Tuition Refunds	Pro rata adjustments required based on federal guidelines	As negotiated
Code Reference	261C	257.11; 260C.1; 260C.14(2)
Location	Post secondary campus or any site established by the community college.	Site within the district boundaries, including the facilities of that district, or any site established by the community college.

Example: Your board and the board of the local community college determine that your students would benefit if your district offered advanced courses available at the community college but not available in your district for quantitative methods and geology, whether or not students have requested these courses. Your boards establish a sharing agreement for these courses. Student A enrolls in geology at the community college, and student B enrolls in political science at the community college. Student A would be in a shared program; student B would be a PSEO student. Generally, classes that are student selected and that are not currently available through the high school and are not already provided as part of a shared program with the community college, are PSEO classes. Generally, classes that are selected by the board to be part of a shared program with the community college would not be PSEO classes.